Digital Green India

Request for Proposal

Hands-on Gen AI Training Workshop for the Programs Team

Engagement Period: December 2026 – January 2027 | Document Date: November 2026

1. Background and Context

Digital Green India (DGI) works with smallholder farmers and the public and private partners who serve them, combining community-led approaches with digital tools to improve agricultural livelihoods. Its products include Farmer.Chat, a Gen AI-powered advisory assistant for farmers and extension workers.

DGI's Programs team already uses Gen AI tools such as ChatGPT and Claude for planning and documentation. Usage, however, is largely ad hoc, and the quality of outputs varies from person to person. A structured, hands-on session on using these tools well would improve both the team's efficiency and the quality of its work.

DGI is therefore seeking to engage an agency or individual trainer to design and deliver a practical Gen AI workshop for the Programs team, built around real DGI work examples rather than generic demonstrations.

2. Purpose and Objectives of the Assignment

The workshop is intended for a group of 7–8 Programs team members who manage program delivery, donor reporting and farmer engagement. It will be delivered either as a one-day in-person session in New Delhi or as a two-day virtual session.

The specific objectives of the assignment are to:

- Build the team's command of Gen AI fundamentals and prompting, so that outputs are reliable, on-task and checked for errors;
- Enable participants to use Gen AI with their everyday tools (Google Workspace, WhatsApp and Canva) to produce documents, analyse data and prepare donor reports faster;
- Equip the team to draft better farmer-facing content and to identify and build simple automations for routine work;
- Establish clear practices for responsible use, covering verification, data privacy and human review.

3. Scope of work

The selected vendor will deliver the workshop across the seven modules set out below, using live exercises on actual DGI use cases. The vendor will also hold a scoping call with DGI before the workshop and customise exercises using sample datasets, templates and notes shared by DGI (anonymised where needed).

Module	Objectives	Deliverables	Results

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Module 1: Gen AI Fundamentals and Prompting	• How Gen AI tools work and how to choose the right model for a task • Writing and refining prompts • Keeping AI on track: spotting hallucinations and correcting deviations	• Session on fundamentals with live demonstrations • Prompt library tailored to DGI tasks	• Participants write and refine prompts that produce reliable, on-task outputs
Module 2: Connectors, Projects and Memory	• Integrations with Google Drive, Docs, Sheets and Canva • Setting up project workspaces with persistent context	• Guided set-up of connectors and at least one project workspace per participant	• Gen AI used directly with the team's own files and tools
Module 3: Documents, Data and Reporting	• Creating PPTs, Word documents and PDFs from raw notes • Cleaning and analysing spreadsheet data • Donor reporting: donor templates, logframes, results frameworks, and program data into narratives	• Exercise: cleaning and analysing a program dataset • Exercise: building a donor report from program data • Exercise: creating a presentation from raw notes	• Faster, higher-quality documents, analysis and donor reports
Module 4: Farmer Engagement	• WhatsApp content and engagement plans • Writing better Farmer.Chat notifications to improve click-through rates	• Exercise: drafting and improving a Farmer.Chat notification	• Clearer, more engaging farmer-facing content
Module 5: WhatsApp and Workflow Automation	• What can be automated: messaging, scheduling, reports, meeting notes and follow-ups • The tools required, including no-code workflow tools • Limitations and risks of automation	• Exercise: building a simple automation workflow (for example, WhatsApp messaging or meeting follow-ups)	• Team can identify routine tasks to automate and build a basic workflow

Module	Objectives	Deliverables	Results
Module 6: Research	• Using Gen AI for secondary and literature research, such as crops, seasons and farmer challenges by state or district	• Guided research exercise with source checking	• Quicker, well-sourced background research
Module 7: Responsible Use	• Verifying outputs • Data privacy: what not to share with AI • When human review is essential	• One-page responsible-use guide for the team	• Shared, practical rules for safe and responsible use

In addition, the vendor will provide the following across the engagement:

- **Final agenda and exercise plan**, agreed with DGI after the scoping call;
- **Training materials**: slides, prompt library, exercise files and the responsible-use guide, shared within 3 working days after the workshop;
- **Completion report**: attendance, participant feedback and recommendations for next steps, within 5 working days after the workshop;
- **Post-workshop support**: Q&A and follow-up by email or virtual clinic for 30 days after the workshop.

4. Desired experience and qualifications

The vendor is expected to bring:

- **Proven training delivery:** A demonstrated track record of delivering practical, hands-on Gen AI training, ideally for NGOs, development or agriculture organisations.
- **Hands-on tool expertise:** Ability to work with DGI's real use cases and tools, including Google Workspace, WhatsApp and Canva.
- **Automation expertise:** Practical expertise in WhatsApp automation and no-code workflow tools.
- **Responsible AI:** Strong coverage of data privacy and responsible AI use in training content.
- **Ongoing support:** Trainers available to support Q&A and follow-up after the workshop.

Additional desirable capabilities include experience training programme, monitoring and communications teams, and working proficiency in Hindi.

5. Eligibility Criteria

- **Legal status:** The bidder must be a firm or entity duly registered under applicable Indian laws, or an independent professional, holding all applicable statutory and tax registrations (including PAN and, where applicable, GST) required to deliver the services under this RFP.
- **Experience:** The bidder must have delivered at least three (3) Gen AI training sessions in the last six (6) months.
- **Conflict of interest:** Bidders must disclose any existing financial, governance or advisory relationship with DGI or its staff that could constitute a conflict of interest.

6. Engagement Structure and Reporting

The vendor will report to DGI and will work in close coordination with:

- The DGI HR team, for contracting, logistics and scheduling;
- The DGI Programs team lead, for finalising use cases, sample materials and the workshop agenda;
- Workshop participants, during the session and through the post-workshop support period.

The vendor will designate a lead trainer as the single point of contact for the engagement and provide co-trainers as needed to support hands-on exercises for all participants.

7. Duration and Indicative Timeline

The workshop should be delivered in the 2nd and 3rd week of December 2026, with exact dates fixed at award. Vendors must quote for both delivery options: Option A, a one-day in-person workshop at DGI's office in New Delhi, and Option B, a two-day virtual workshop. DGI will confirm one option at award.

Period	Key Activities and Deliverables
Pre-workshop	• Scoping call with DGI within 3 working days of award • Final agenda and exercise plan agreed with DGI • Customisation of exercises using DGI sample materials
Workshop	• Delivery of the workshop (Option A or Option B) in the 2nd and 3rd week of December 2026 • Live exercises on all five priority use cases
Post-workshop	• Training materials shared within 3 working days • Completion report within 5 working days • Q&A and follow-up support for 30 days

8. Governance, Monitoring and Reporting

The vendor will collect participant feedback at the end of the workshop and summarise it in the completion report. DGI will review delivery against the deliverables in Section 3 before releasing payment.

Payment terms: 100% of the agreed fee on completion of all deliverables, within 30 days of receipt of a valid invoice. Taxes will be deducted at source as per applicable law.

Confidentiality and data: The selected vendor will sign a non-disclosure agreement. Any data or documents shared by DGI may be used only for this assignment and must be deleted on completion. DGI may use, adapt and share all workshop materials internally without further cost.

9. Submission Requirements

Interested parties are requested to submit:

- A technical proposal (maximum 10 pages, excluding annexures) describing the proposed approach and a draft agenda for both Option A and Option B, showing how all seven modules and five exercises are covered;

- A financial proposal in INR, quoted separately for Option A and Option B, with line items for design and customisation, delivery, materials and post-workshop support, travel (for Option A, where applicable) and GST shown separately;
- CVs of the lead trainer and any co-trainers;
- Details of at least two comparable Gen AI training assignments in the last two years, with two client references;
- The tools and platforms to be used, including the automation and no-code tools proposed;
- Optional: sample training material or a short recorded clip of a past session.

DGI will evaluate submissions against the required experience and qualifications set out in Section 4, and against the overall fit of the proposed approach with the initiative's objectives and workstreams.

Last date for queries: 28 November 2026 at sailendra@digitalgreentrust.org
Proposal submission deadline: December 3rd 2026.

Email ID for proposal submission: dgtindiaprocurement@digitalgreentrust.org with the subject line "Proposal – Gen AI Training Workshop – [Vendor name]

Budget ceiling: The budget is not being disclosed at this stage. Bidders are requested to submit a detailed financial proposal based on the scope of work, deliverables, timelines, and requirements specified in this RFP

PS: Bidders should be asked to hold their financial proposal valid for fifteen (15) days from the submission deadline.

DGI reserves the right to accept or reject any or all proposals, or to cancel this RFP, without assigning any reason.